

**CITY OF BRYAN
JOB DESCRIPTION – 9904**

Working Title: ENVIRONMENTAL COMPLIANCE OFFICER
Career Ladder: TECHNICAL OPERATIONS
Department: ENVIRONMENTAL SERVICES

Level: 250

SUMMARY AND PRIMARY FUNCTION

Responsible for commercial, industrial and residential audits to maintain compliance of storm-water regulations. Supports the environmental compliance team and investigates citizen complaints regarding solid waste, storm-water discharges and wastewater. Assists with public education efforts in relation to storm-water and environmental compliance.

PRIMARY DUTIES

Perform audits of facilities to ensure compliance with state and federal storm-water regulations.
Support grease and grit trap program to include annual on-site inspections of facilities, completing annual reports and maintaining waste transporter permits.
Investigate solid waste and wastewater complaints.
Perform related duties as required.

EDUCATION AND EXPERIENCE

High School Diploma/GED plus 2 years of additional training or education in related area of specialization.
10 years progressively responsible experience in area of specialization.

Preferred:

Associate's degree from an accredited college with courses in chemistry and/or biology or equivalent training and experience.

Equivalent combinations of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job may be considered.

KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated leadership skills.
Ability to move or lift objects of 50 lbs or more, as necessary.
Ability to communicate effectively, orally and in writing, with employees, management and the general public.
Ability to be constantly alert and aware of the hazards involved and know and apply safety practices and principles in reporting and preventing accidents.
Ability to establish and maintain good working relationships with customers and City employees.
Experience in the wastewater field with an emphasis on industrial waste and/or solid waste management.
Proficient in the standards and laws pertaining to solid waste, wastewater collection, and treatment.
Technical proficiency plus general understanding of related principles and theories for testing waste disposal and ability to initiate appropriate action from laboratory analysis and readings of specialized equipment.
Knowledge of WordPerfect and Lotus 1-2-3.
Knowledge of applicable computer hardware and software equipment and its uses.

SPECIAL REQUIREMENTS AND LICENSES

Texas Class C driver's license with good driving record as measured by the City's evaluation system.
Must be able to obtain Waste Water Operator and Solid Waste Certification within 2 years.
Must submit to a TB test during employment as required. (Note: An initial TB test will be required during the post-offer physical examination. A negative test result must be received in order to be considered for employment.)

EQUIPMENT

Automobile, hand tools, manual and automated collection devices, telephone, computer, and office machines.
Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.